Escape / AWOL Report for Juvenile Justice

SWS-007

October 29, 1999
Updated September 29, 2000

SWSS Project

USER REQUIREMENTS

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1 INTRODUCTION

1.1 Purpose

Escape/AWOL Reports are currently produced on a monthly basis and distributed from the Central FIA Office. It is often not readily accessible. A SWSS generated report will be current and easily accessible.   The current central office report will continue to be produced.

1.2 Target Audience

This document is for the SWSS developers who are charged with creating a detailed design document for this module, as well as implementing the requirements listed herein. It will also be of interest to development staff charged with maintaining the SWSS automated system.

The following personnel may also be interested:
- FIA Help Desk Personnel
- SWSS Trainers
- SWSS Advance Users
- SWSS Project Staff Tasked With Developing the User's Guide
- Zone Children's Services Specialists
- ASSIST Operators / CIS Clerks
- CFS Policy Staff

2   MODULE NARRATIVE

The data for the Escape/AWOL report will be obtained from the Report Generation Menu. The report title will be identified as the Escape/AWOL Report. This will be a printed report. The Escape /AWOL Report will list the Worker's Name and Load Number at the upper left corner of the document.   Elements listed will be Case Name, SWSS Log I.D., D.O.B, Age, Offense, Court of Jurisdiction, Accept date, Provider Name, Previous Placement Date, Date Escaped, and Total Days Escaped.

3   NAVIGATION FLOW

3.1   Screen Interaction

There is no screen interaction in this module. When its icon is chosen from the Report
Generation menu a report is printed.

3.2   System Flow

No other modules are effected by generation of this report.

4   REQUIREMENTS LIST

The comprehensive (we hope) list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.

4.1   Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Escape/AWOL Report for Juvenile Justice module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (AWOL = Escape/AWOL Report for Juvenile Justice).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

AWOL-1   **SCREEN REQUIREMENTS:**

AWOL-1.1   User must be able to select specified report or cancel report.

AWOL-1.2   Must notify user that either printing is in process or that an error occurred.

AWOL-2   **DATA EDITING REQUIREMENTS:**

AWOL-3   **OUT-OF-MODULE REQUIREMENTS:**

AWOL-3.1   Report Generation module must allow selection of this report.

AWOL-4   **MODULE REQUIREMENTS:**

AWOL-4.1   The module will generate a report of active Juvenile Justice cases for a specific worker. Cases displayed on the report will be those with a current living arrangement code of 20.

AWOL-4.2   If the user performs an action upon the database after the database has timed the user out, SWSS must automatically reconnect to the database and continue working.

AWOL-4.3   Central Office users (county 84) need inquiry access for case information.

AWOL-5   **OUTPUT REQUIREMENTS:**

AWOL-5.1   Escape/AWOL Report for Juvenile Justice

AWOL-5.1.1   Worker Name

AWOL-5.1.2   Load No.

AWOL-5.1.3   Case Name

AWOL-5.1.4   Log ID

AWOL-5.1.5   Birth Date / Age

AWOL-5.1.6   Offense

AWOL-5.1.7   Court of Jurisdiction

AWOL-5.1.8   Accept Date

AWOL-5.1.9   Provider Name – last recorded provider.

AWOL-5.1.10   Previous Placement Date

AWOL-5.1.10.1   From Living Arrangement, the last placement prior to a Living
          Arrangement "20" being entered

AWOL-5.1.11   Date Escaped

AWOL-5.1.12   Days Escaped

AWOL-6   MISCELLANEOUS REQUIREMENTS:

5   EXAMPLE OUTPUT

Gather and include the forms and letters generated by this module. If possible, mark up the examples to explain the data fields to show the source or whether or not it is required.

Escape / AWOL Report For Juvenile Justice

Case Name	Log ID	Birth Date Age	Offense	Court	Accept Date	Last Recorded Provider / Placement Date	Date Escaped	Days Escaped

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6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof). Also describe what other modules check these values.

Show validation tables of combinations of data. Are there data dependencies?

7 HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

7.1 SCREEN (Section or Module level. Offers an entry point to the big help file.)

7.2 CONTEXT-SENSITIVE ("F1", aka "detail")

7.3 STATUS PANEL MESSAGES (formerly known as "Field Level" and "Baby" before that.)

8   MODULE DEPENDENCIES

This report is dependent on information converted or entered into the following modules,
Legal, Placement and FIA 5s.

9 SCENARIOS

The requirements scenarios that call for data entered by this module. This is just a cross reference into the

10 TEST PLANS

The updated test plans written by the Program Office and/or the developer to verify the correctness of the finished application.

11 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original Requirement

53614

/2 A

4th floor Carol Slothe

CHILDREN'S *SWSS*
REQUIREMENTS FORM

Replaces old packet per Ed B.
9/3/97

Assigned Policy Analyst:	Kathy Snyder
Date Received By BuIS:	*R-12*
Requirement # (from BuIS):	*9-3-97*

ESCAPE/AWOL
REPORT FOR DELINQUENCY MODULE

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

A special report Escape/AWOL is produced monthly by a special run in Central Office. This run prints out all Escape/AWOL that are reported on CIS. CIS produces this report by identifying any living arrangement code of "20" on CIS. (See attached CIS report.)

2. SWSS INTEGRATION. Describe how this process should be integrated into the *SWSS* application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

Though an Escape/AWOL report will still be produced by CIS, when SWSS is operational, a county should be able to produce a **local report** quickly and easily by using SWSS. The data for the Escape/AWOL report will be obtained by having the report produced from the Caseload Mgmt. Menu. The report title will be identified as an Escape/AWOL report. The report will be print only. (See attached sample of SWSS report.)

Worker will be able to select specific parameters on SWSS to be able to produce the necessary information that they are after. i.e. Escape/AWOL by worker load number or a particular Security Level.

Programmer may want to review fields on a FIA5S and SM item 828 .

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. *Use Word document DATAFRM.DOC. Attach completed document to this form.*

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11.2 Memos and E-Mail

11.2.1　　　November 3, 1999

STATE OF MICHIGAN

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To:　Sue London, Director
SWSS Project

Date:　November 3, 1999

From:　Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Adminstration

Subject:　Escape/AWOL Report for Juvenile Justice Module Documentation

We have carefully reviewed the October 29, 1999 User Requirements document on the Escape/AWOL Report for Juvenile Justice (printed October 30, 1999) and have the following clarifications:

1.　Page 6, AWOL-5.1.9: Add at end '….*- last recorded provider*.'

Please let me know if you need additional information.

cc: Carol Kraklan
　　Sue Doby
　　Phil Rock
　　Nancy Presocki

11.2.2   Addendum 1

S T A T E   O F   M I C H I G A N

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: July 14, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Escape/AWOL Report for Juvenile Justice Module Documentation - Addendum 1

It is necessary to amend the above Module Documentation Memo of November 3, 1999. After focussed testing and discussion with development staff, it was noted that the following clarification is needed:

1.   AWOL-4.1 must be modified to delete "….. ~~Foster Care and~~ ……."

Please let me know if you need additional information.

cc: Carol Kraklan
      Phil Rock
      Sue Doby
      Nancy Presocki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

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MEMORANDUM

To: Nancy Presocki, Manager
SWSS Development Team

Date: September 7, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy

Subject: Active Case Planning Reports for Foster Care, Adoption and Juvenile Justice

Active Case Planning Reports for each program were distributed for review at the SWSS Lockdown meetings, held the first two weeks in August. These reports were evaluated by staff from all three policy offices, the program office, and field supervisors. The general consensus was that these reports would be beneficial to supervisors and workers after a few revisions. The revisions are noted by program below.

Adoption Active Case Planning Report
The current report appears to pull data on active adoption cases (Legal Status = 43) only. Adoption workers would also be assigned to active foster care cases as a secondary worker. Because of this, all cases assigned to the worker's load with the SWSS statuses of *Registered – Assigned, Active – Assigned (Legal Status = 41, 42, 44) and Active Adoption (Legal Status = 43)* **all need to display on this report.**

Remove "Progress Summary Date" and "Interested Family?" from the current adoption report.

Information to be included on Adoption Active Case Planning Report		
Case Name	Name of child	
Log ID #	SWSS Log Number	SWSS Generated
DOB	Date of Birth of child	Child Information
Next Hearing Date	Display date of next hearing if entered on SWSS legal Screen	Legal Screen
Next Hearing Time	Display time of next legal hearing if entered	Same as above
Type of Hearing	Display type of hearing, if this field is added to SWSS Legal Screen.	Specifications for this entry are yet to be defined and submitted
Commitment Date/Acceptance Date	Display appropriate date based on child's legal status	Commitment Date is captured for permanent state wards on the Legal Screen;

Load Number	Display worker's assigned adoption load number	Utilities
Referred Cases	Display cases that have been referred to adoption supervisor, but not accepted or assigned.	This would be supervisor only. Status would = Registered/Active - Referred
Accepted cases	Display cases that have been accepted only. Supervisor has not assigned a worker.	This would be supervisor only. Status would = Registered/Active - Accepted
Referred/Active – Assigned	Display number of registered/active foster care cases that the worker has been **assigned** to as the **secondary worker** by adoption supervisor	This is a change from current mock up. **Should display those active foster care cases with a secondary status of Assigned.** The report currently shows active - referred. *(Registered/Active foster care cases that have been referred to adoption but not yet assigned should display under the supervisor's load number. See above)*
Active Adoption	Display worker's active adoption cases.	Active adoption is = Legal Status 43 ONLY. Current report says Open, but switch to Active to reflect current wording in SWSS.
POS Cases	Display cases that are purchased out to a private agency for case maintenance, but for which the FIA worker is the monitor.	?
Total	Display total number of adoption cases (secondary or primary status) carried by the supervisor and each worker at the time of the report being generated.	
Number of Finalized Adoptions	Display number of adoption cases that were finalized during report period by worker.	This would include all adoptions that the order type "Order of Adoption" was entered on the Legal Screen. This action would begin the case closing process for both the originating foster care case and the adoption case.

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		Acceptance date is captured for permanent court wards on the Legal screen.
Legal Status	Display child's current legal status	Legal Screen Applies to cases assigned to adoption worker. **Includes 41, 42, 44 and 43.** **Registered – Assigned** **Active – Assigned** **Active Adoption**
Child Evaluation Due Date	Display date.	Calculated date, 45 days after commitment or acceptance date, goal = adoption. Case accepted/assigned by adoption supervisor.
Mare Register/Hold dates	Display date that is 90 days from commitment date and 182 days from commitment date	Legal screen. Applies to **Legal status 41 & 44 ONLY**
Adoption Placement Date	Display date. Usually is the Order date of the Order Type "Order Placing Child" on the Legal Screen.	**Legal Status = 43 ONLY**

SWSS ADOPTION ACTIVE CASELOAD REPORT

Supervisors would primarily use this report. It lists the all the adoption workers under a supervisor and breaks down the number of cases assigned to each worker's load number. It further breaks down the assigned adoption cases by type. This report needs a little tweaking.

County Code	County supervisor located in (Report identification box in upper left hand corner)	Utilities
Supervisor Name	Name of Supervisor (Report identification box in upper left hand corner)	Utilities
Supervisor ID	Worker load number assigned to supervisor (Report identification box in upper left hand corner)	Utilities
Worker Name	List name of adoption workers assigned to the above supervisor unit	Begin with Supervisor and supervisor load number. A supervisor's caseload would consist of referred cases that the supervisor has accepted and not yet assigned to a worker, and referred cases that they have not accepted/assigned.

FC and JJ ACTIVE CASE PLANNING REPORTS

These two reports are identical except where noted in table.

D

Information to be included on Foster Care Active Case Planning Report

Case Name	Name of child	
Log ID #	SWSS Log Number	SWSS Generated
DOB	Date of Birth of child	Child Information
Next Hearing Date	Display date of next hearing if entered on SWSS legal Screen	Legal Screen
Next Hearing Time	Display time of next legal hearing if entered	Same as above
Type of Hearing	Display type of hearing, if this field is added to SWSS Legal Screen.	Specifications for this entry are yet to be defined and submitted
Permanency Planning Due Date		FC and JJ
Legal Status	Display child's current legal status	Legal Screen Foster care legal statuses: 41, 42, 44, 45, 48, 51 Delinquency Legal statuses: 40, 46, 48, 50, 52
ISP Due Date	Display date.	Due 30 days after acceptance date Found on Print 5s screen. Worker Input, not calculated
USP Due Date	Display date	90 day intervals after acceptance date Found on Print 5s screen, worker input, not calculated
Funding Redetermination Date	Display date	Funding Screen
Medical Due Date	Display Date	Leave blank, but keep to use when Medical Passport screen becomes functional
Dental Due Date	Display Date	Same

SWSS Caseload Management Report

This is a management report that lists each case under the worker. It contains more detailed information concerning each case. It was reviewed by all and found to be ok. No changes needed.

Active Case Planning Report for Child Foster Care

Date Printed: 08/06/1999

Worker Name: Brendle, Andi
Id No.: 3900006101

se Name	Case Number	Log ID	Birth Date	Hearing Date & Time	Perm. Plan Due Date	ISP Due Date	USP Due Date	Funding Due Date	Medical Due Date	Dental Due Date
RAGA CARLA	X0122568A	92938	10/10/1992		06/29/2000		10/31/1999	07/31/1999		
RAGA DANIEL	X0130617A	92937	03/03/1998		06/29/2000		10/31/1999	07/31/1999		
ICHELDER WAYNE	X0302651A	80053	05/08/1997		03/28/2000		07/31/1999	04/30/1999	06/01/1999	
EWER BRANDON	K39036701I	79513	03/08/1990	10/01/1999 - 10:10			07/31/1999	03/31/1999	05/12/1999	
EWER DWAYNE	K39036701	79514	08/06/1991				07/01/1999	01/31/1999		
IGGS BRITTANY	V3717559B	79873	12/01/1997		12/15/1998		06/01/1999	12/31/1998		
CHANAN JOSEPH	V1423011D	79632	02/11/1987	10/10/1999 - 13:10			07/01/1999	02/28/1999		
RNS-EL AUSHIKE	X0274893A	80043	07/19/1991				06/30/1999	03/31/1999		
IOLS DARIUS	V2179832C	79702	05/01/1996	08/15/1999 - 08:08			07/31/1999	02/28/1999	05/12/1998	
IOLS DESTINY	V2179832H	79705	04/29/1994	09/20/1999 - 09:09			07/31/1999	02/28/1999	05/15/1999	
ITIX KENDRA	X0199833A	79986	01/12/1992		01/14/2000		08/31/1999	08/31/1999		
RKILLIE JEREMI J	X0108390A	79954	12/15/1993				08/01/1999	04/30/1999		
LER DACAREA	V2670657E	80079	01/17/1995					05/31/1999	06/01/1999	05/01/1999
BERIS KANDRA	V21816651	79707	02/24/1997				03/01/1999	12/31/1998		
INDLE FRANKIE		92689	03/08/1995	08/12/1999 - 11:08						

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Active Case Planning Report for Adoption

Worker Name: Brendle, Andi
Load No.: 3900006101

Date Printed: 08/06/1999

Case Name	Case Number	Log ID	Birth Date	Commit/ Acceptance Date	Hearing Date & Time	Legal Status Code	Initial Eval. Date	Progress Summary	Interested Family?	MARE Enter/Hold Dates 90 Days	MARE Enter/Hold Dates 182 Days	Placement Date
ADOPTEE NEW	X3900000A	79826	04/08/1993	05/06/1998	11/06/1999 - 11:11							
BIGDOG CINDY		93024	04/15/1996							08/04/1998	11/04/1998	08/01/1999
BRDSONG, ANTONY		79536	01/19/1997	07/01/1999								
BROWN SIERRA	X0213588A	79690	03/04/1993	09/21/1998			11/05/1998	11/05/1998		09/29/1999	12/30/1999	08/04/1999
RUSSCHILD HANNAH	X0070070A	79537	03/04/1994	04/08/1999	11/1/1999 - 11:11					12/20/1998	03/22/1999	07/21/1999
RUSSCHILD SHAWN	X0070070B	79534	05/31/1995	04/08/1999	11/1/1999 - 11:11					07/07/1999	10/07/1999	08/01/1999
CARTWRIGHT ADAM	X0245676A	80025	06/22/1984		12/19/1999 - 09:12					07/07/1999	10/07/1999	08/01/1999
CAT BLACK		93025	05/12/1996									
CAT KITTY	X0123456A	93026	05/12/1996									
GONZALES, GERALD		79765	04/19/1983									
JONES RAVIAI	V4123737A	79908	09/20/1997		09/15/1999 - 09:09							07/29/1999
												05/14/1998

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Active Case Planning Report for Delinquency

Worker Name: Tomes-Sup, Sue
Caseload No.: 3900009000

Date Printed: 08/06/1999

Case Name	Case Number	Log ID	Birth Date	Hearing Date & Time	ISP Due Date	USP Due Date	Funding Due Date	Medical Due Date	Denial Due Date
RTER JONATHAN NN	K80067811)	79550	10/13/1981			07/01/1999	04/30/1999		
ARK RAYSHAWN J	K3938629B	79539	09/05/1981			06/01/1999	12/31/1998		
RINGOL JUSTIN	V25630358	79757	01/07/1984			08/01/1999	05/31/1999		
JTTON TOMMY LEE	V30783971B	79811	08/01/1979			07/01/1999	04/30/1999		
UNTAIN GREGORY	L8234622C	79559	01/04/1984			05/01/1999	02/28/1999		
JSBIE LOWELL N	V3687247A	79872	07/26/1982			07/01/1999	01/31/1999		
ARDNER WAYNE S	V12317666G	79592	01/05/1982			07/01/1999	04/30/1999		
IBBS LEE JR	V1353596C	79613	02/06/1983			07/01/1999	01/31/1999		
OENS BRANDON C	V1363685C	79614	09/01/1981			07/01/1999	04/30/1999		
UNN RUFUS E III	V09240888B	79571	06/28/1982			07/01/1999	01/31/1999		
ARNESS JAMES	V3097375C	79813	01/15/1982			07/01/1999	11/30/1998		
ACKSON ALBERT	V3303406C	79831	07/04/1982			08/01/1999	05/31/1999		
OHNSON ISAIAH	V2079411C	79687	01/12/1980			06/01/1999	03/31/1999		
OHNSON MICHAEL	X0323115A	80065	02/01/1982			08/01/1999	05/31/1999		
ONES ANTHONY W II	X029820JA	80052	05/01/1984			06/01/1999	03/31/1999		
ONES SCOTT	X0061529A	79929	01/18/1985			07/01/1999	04/30/1999		
ONES WILLIE FRANKLI	X0325377A	80068	03/08/1986			08/01/1999	05/31/1999		
KYLE QUENTIN MAURICE	V1310692F	79609	10/20/1981			09/01/1999	03/31/1999		
LONSBURY DONALD	X0260321A	80038	12/16/1982			06/01/1999	03/31/1999		
MCDANIEL NATHAN A	V1059504B	79581	12/30/1979			05/01/1999	11/30/1998		

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SWSS Adoption Active Caseload Report

County Code:

Supervisor Name: Tomes-Sup, Sue

Supervisor ID: 1722

Worker Name	Worker ID	Assigned Referred	Open Adoption.	Purchase of Service	Total
Venkataraman, Shankar	142	0	0	0	0
Fisher, Dave	310	1	19	2	22
Wilson, Pat	315	0	11	4	15
Mallon, Danielle B	317	0	21	0	21
Glenn, Karlena	324	0	10	1	11
Roberts, Sheila	327	0	0	0	0
Tomes, Sue	328	0	9	1	10
Thelen, Tom	329	0	0	0	0
Jenkins, Mary	331	0	4	1	5
Chaliman, Mary	531	0	0	0	0
London, Sue	1076	0	0	0	0
Johnson, Laurie	1077	0	0	0	0
Lewis, Julie	1078	0	0	0	0
Parag, Neelin	1108	0	3	0	3
Haskins, Byron	1110	0	1	0	1
Brendle-Sup, Andi	1557	0	0	0	0
Brendle, Andi	1558	6	4	0	10
Davis-Sup, John	1559	0	0	0	0

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SWSS Caseload Management

Load No. 3900008801

Caseload Totals   CFC: 10   Adoption: 0   Delinquency: 3   Total: 13

Worker Name Smiley, Pat

Case Name	Case #	Log ID	Wkr	Cnty	Pgm	Critical Dates		Overdue?	Out of Home		LA	Fed. Goal
									Current Days	Total Days		
BUTLER JAMIE	K3940296B	79542	P	39	CFC	Funding Redet.	02/28/1999	Y	904	904	5	12
						ISP Due Date	02/13/1997	Y				
						USP Due Date	08/31/1999	N				
MASON ALAN	V0912345A	92945	P	39	JJ	Funding Redet.	07/31/1999	Y	36	36	5	8
						ISP Due Date	07/01/1999	Y				
						USP Due Date	10/31/1999	N				
MASON BETTY	V0812345B	92946	P	39	CFC	Funding Redet.	07/31/1999	Y	36	36	5	8
						ISP Due Date	07/01/1999	Y				
						USP Due Date	10/31/1999	N				
MASON CARLA	K8212345C	92713	P	39	CFC	Funding Redet.	07/31/1999	Y	7	7	5	8
						ISP Due Date	07/01/1999	Y				
						USP Due Date	10/31/1999	N				
MASON DANIEL	K8212345A	92944	P	39	CFC	Funding Redet.	07/31/1999	Y	36	36	5	8
						ISP Due Date	07/01/1999	Y				
						USP Due Date	10/31/1999	N				
MATTHEWS SHERRO	V4058295A	79904	P	39	JJ	Funding Redet.	12/31/1998	Y	0	0	2	8
						ISP Due Date	12/19/1997	Y				
						USP Due Date	06/30/1999	Y				
MCCLURG MATTHEW	V1970359C	79676	P	39	JJ	Funding Redet.	01/31/1999	Y	184	1040	13	9
						ISP Due Date	02/03/1999	Y				
						USP Due Date	07/31/1999	Y				

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12   TEST PLANS

12.1.1   Test Plan Created by Policy

12.1.2   Test Plan Created by SWSS Development

13 OUTSTANDING ISSUES

13.1 The following items require a decision or some direction from Policy
staff:

1

Attachment A: List of SWSS Module Prefixes